



Creating a Voucher From Authorization



You are now logged back in as the traveler and going to voucher for this trip. On the GovTrip home page go to *Official Travel* & click on *Vouchers*.

Official Travel ▼

Official Travel - Others ▼

Traveler Setu

Administrative ▼

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

TRAVELER50

ARCTTRAINING

Org Access:

Group Access:

Permission:

Message Center

WELCOME TO GOVTRIP

My Signed Documents

Document Name	Current Status	Departure Date	Type
CTMIAMIFL062705 A01	AUTH 24 HOUR PASSED	06/27/05	AUTH
CTMIAMIFL062705 V01	ADJUSTED	06/27/05	VCH
CTMIAMIFL071805 A01	AUTH 24 HOUR PASSED	07/18/05	AUTH
CTMIAMIFL071805 V01	SIGNED	07/18/05	VCH
CTDALLASTX072505 A01	AUTH 24 HOUR PASSED	07/25/05	AUTH
CTDALLASTX072505 V01	SIGNED	07/25/05	VCH
CTLOSANGELESC080105 A01	AUTH 24 HOUR PASSED	08/01/05	AUTH
CTLOSANGELESC080105 V01	SIGNED	08/01/05	VCH



Your voucher home screen will appear. Just as with your authorization home screen, your voucher home screen will give you a listing of vouchers you have created in the past and the opportunity to create new vouchers.

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work.

› [Create New Voucher From Authorization/Order](#)

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
CTMIAMIFL082205_V01	08/22/05	CREATED	ONUJANB	› edit	› print	› remove	
CTLOSANGELESC080105_V01	08/01/05	SIGNED	ONU811	› view/edit	› print		
CTDALLASTX072505_V01	07/25/05	SIGNED	ONU8B9	› view/edit	› print		
CTMIAMIFL071805_V01	07/18/05	SIGNED	ONU84X	› view/edit	› print		
CTMIAMIFL062705_V01	06/27/05	ADJUSTED	ONU7QG	› view/edit	› print		
CTDENVERCO062005_V01	06/20/05	ADJUSTED	ONU7QY	› view/edit	› print		



To create a new voucher, click on *Create New Voucher From Authorization/Order*.

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work.

➤ [Create New Voucher From Authorization/Order](#)

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
CTMIAMIFL082205_V01	08/22/05	CREATED	ONUJANB	➤ edit	➤ print	➤ remove	
CTLOSANGELESC080105_V01	08/01/05	SIGNED	ONU811	➤ view/edit	➤ print		
CTDALLASTX072505_V01	07/25/05	SIGNED	ONU8B9	➤ view/edit	➤ print		
CTMIAMIFL071805_V01	07/18/05	SIGNED	ONU84X	➤ view/edit	➤ print		
CTMIAMIFL062705_V01	06/27/05	ADJUSTED	ONU7QG	➤ view/edit	➤ print		
CTDENVERCO062005_V01	06/20/05	ADJUSTED	ONU7QX	➤ view/edit	➤ print		



Find the authorization you need to voucher from and click *Create*.

Voucher from Authorization / Order

Below is a list of your authorizations. Click "Create" next to the travel authorization for which you want to create a voucher.

<u>Document Name</u>	<u>Departure Date</u>	<u>Status</u>	<u>TA Number</u>	<u>Create</u>
CTATLANTAGA091905_A01-02	09/19/05	AUTH 24 HOUR PASSED	0NUDW5	>create
CTALBUQUERQUE081505_A01	08/15/05	AUTH 24 HOUR PASSED	0NUJ3A	>create
CTCOLUMBUSOH052005_A01	05/20/05	AUTH 24 HOUR PASSED	0NU700	>create

Trip Overview

Booking Travel using GovTrip requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to make bookings for transportation (e.g., air, rail) and lodging after these items are complete.

Overall Starting Point Information

Please Note: A **Red Star** (*) indicates a required field.

*Select a Location:-OR- *Enter a Starting Point:

RES: WASHINGTON, DC

*Start Date(mm/dd/yyyy):

09/19/2005



Overall Ending Point Information

Please Note: A **Red Star** (*) indicates a required field.

*Select a Location:-OR- *Enter an Ending Point:

RES: WASHINGTON, DC

*End Date(mm/dd/yyyy):

09/23/2005



Other Trip Information

Please Note: A **Red Star** (*) indicates a required field.

*Trip Type:

SINGLE TRIP

Trip Description (optional):

*Trip Purpose:

SITE VISIT

The voucher will open up in the *Itinerary* under *Trip Overview*. One Item you can update on this screen is the Rental Car. Just click Edit for the Rental Car.

Leave:	23-Sep-05	
Carrier / Flight:	Delta Air Lines Inc. (DL) 320	Edit
Depart:	9:05AM - 19-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)	Remove
Arrive:	10:54AM - 19-Sep-05 - ATL-Atlanta, Ga (Usa) (Hartsfield Int'L)	
Carrier / Flight:	Airtran Airlines (FL) 1790	Edit
Depart:	8:00AM - 23-Sep-05 - ATL-Atlanta, Ga (Usa) (Hartsfield Int'L)	Remove
Arrive:	9:15AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)	
Carrier / Flight:	American Airlines (AA) 4631	
Depart:	11:05AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)	
Arrive:	12:00PM - 23-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)	
Rental Car:	Alamo	Edit
Pick-Up:	19-Sep-05 11:00AM	Remove
Drop-Off:	23-Sep-05 6:00AM	

Rental Car

Use this screen to save the selected rental car.

TDY Location: ATLANTA,GA
Pick-Up Date: 19-Sep-05
Pick-Up Time: 11:00AM
Drop-Off Date: 23-Sep-05
Drop-Off Time: 6:00AM

Rental Car Selected

\$ 120.00 (not including taxes or fees)

Rental Car: **Alamo**
Car Class: **Mid Size Car**
Location: **ATL-Atlanta, Ga**
Rental rate shown does not include the Gov't
Admin. Rate Suppl. fee of \$5 per day.
Restrictions: Daily \$30.00, Extra Day \$30.00, Extra Hour \$10.00, Estimated
Total Cost \$176.96, Unlimited miles /kilometers

> [OSI-Other Supplementary Information](#)

Enter the following details:

Pick-Up Date: 09/19/2005
Pick-Up Time: 11:00 AM
Drop-Off Date: 09/23/2005
Drop-Off Time: 06:00 AM
Cost: 120.00
Method of Reimbursement: GOVCC

Comments to the Travel Agent:

→

Save Selected Car

As stated in the authorization, the taxes & fees were not included in the price. Now that you have returned from the trip and have the receipt in-hand, you can now update this expense. Your rental car information should open to the left side of your screen. Simply type in the total cost in the *Cost* field.

Carrier / Flight:	Airtran Airlines (FL) 1790	Edit
Depart:	8:00AM - 23-Sep-05 - ATL-Atlanta, Ga (Usa) (Hartsfield Int'L.	Remove
Arrive:	9:15AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)	
Carrier / Flight:	American Airlines (AA) 4631	
Depart:	11:05AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)	
Arrive:	12:00PM - 23-Sep-05 - DCA-Washington, Dc (Usa) (National Apt)	
Rental Car:	Alamo	Edit
Pick-Up:	19-Sep-05 11:00AM	Remove
Drop-Off:	23-Sep-05 6:00AM	
Lodging:	Holiday Inn Atlanta/Down	Edit
Check-In:	19-Sep-05	Remove
Check-Out:	23-Sep-05	

Use this screen to save the selected rental car.

Once the cost is updated click *Save Selected Car*.

TDY Location: ATLANTA,GA
 Pick-Up Date: 19-Sep-05
 Pick-Up Time: 11:00AM
 Drop-Off Date: 23-Sep-05
 Drop-Off Time: 6:00AM

Rental Car Selected

\$ 120.00 (not including taxes or fees)

Rental Car: **Alamo**

Car Class: **Mid Size Car**

Location: **ATL-Atlanta, Ga**



Rental rate shown does not include the Gov't

Admin. Rate Suppl. fee of \$5 per day.

Restrictions: Daily \$30.00, Extra Day \$30.00, Extra Hour \$10.00, Estimated
 Total Cost \$176.96, Unlimited miles/kilometers

> [OSI-Other Supplementary Information](#)

Enter the following details:

Pick-Up Date: 09/19/2005



Pick-Up Time: 11:00 AM



Drop-Off Date: 09/23/2005



Drop-Off Time: 06:00 AM



Cost: 174.25

Method of Reimbursement: GOVCC



Comments to the Travel Agent:

→

Save Selected Car

Leave: 19-Sep-05

Location 1: ATLANTA,GA

Leave From: **RES: WASHINGTON, DC** [Edit](#)
 TDY Loc: **ATLANTA,GA**
 Arrive: 19-Sep-05
 Leave: 23-Sep-05

Carrier / Flight: Delta Air Lines Inc. [Edit](#)
 (DL) 370
 Depart: 9:05AM - 19-Sep-05 - DCA-
 Washington, Dc (Usa) [Remove](#)
 (National Apt)
 Arrive: 10:54AM - 19-Sep-05 - ATL-
 Atlanta, Ga (Usa)
 (Hartsfield Int'L)

Carrier / Flight: Airtran Airlines (FL) 1790 [Edit](#)
 Depart: 8:00AM - 23-Sep-05 - ATL-
 Atlanta, Ga (Usa) [Remove](#)
 (Hartsfield Int'L)
 Arrive: 9:15AM - 23-Sep-05 - RDU-
 Raleigh / Durham, Nc (Usa)

Carrier / Flight: American Airlines (AA) 4631
 Depart: 11:05AM - 23-Sep-05 - RDU-
 Raleigh / Durham, Nc (Usa)
 Arrive: 12:00PM - 23-Sep-05 - DCA-
 Washington, Dc (Usa)
 (National Apt)

Rental Car: Alamo [Edit](#)
 Pick-Up: 19-Sep-05 11:00AM [Remove](#)
 Drop-Off: 23-Sep-05 6:00AM

Lodging: Holiday Inn Atlanta/Down [Edit](#)
 Check-In: 19-Sep-05 [Remove](#)
 Check-Out: 23-Sep-05

Rental Car

Use this screen to save the selected rental car.

TDY Location: ATLANTA,GA
 Pick-Up Date: 19-Sep-05
 Pick-Up Time: 11:00AM
 Drop-Off Date: 23-Sep-05
 Drop-Off Time: 6:00AM

Rental Car Selected

\$ 174.25 (not including taxes or fees)

Rental Car: **Alamo**
 Car Class: **Mid Size Car**
 Location: **ATL-Atlanta, Ga**
 Rental rate shown does not include the Gov't
 Admin. Rate Suppl. fee of \$5 per day.
 Restrictions: Daily \$30.00, Extra Day \$30.00, Extra Hour \$10.00, Estimated
 Total Cost \$176.96, Unlimited miles/kilometers

Enter the following details:

→ Method of Reimbursement: GOVCC

Comments to the Travel Agent:

→

The highlighted cost should now match the charge on your rental car receipt.

Leave: 19-Sep-05

Location 1: ATLANTA,GA

Leave From: **RES: WASHINGTON, DC** [Edit](#)
 TDY Loc: **ATLANTA,GA**
 Arrive: 19-Sep-05
 Leave: 23-Sep-05

Carrier / Flight: Delta Air Lines Inc. [Edit](#)
 Depart: 9:05AM - 19-Sep-05 - DCA-Washington, Dc (Usa) [Remove](#)
 (National Apt)
 Arrive: 10:54AM - 19-Sep-05 - ATL-Atlanta, Ga (Usa)
 (Hartsfield Int'L.

Carrier / Flight: Airtran Airlines (FL) 1790 [Edit](#)
 Depart: 8:00AM - 23-Sep-05 - ATL-Atlanta, Ga (Usa) [Remove](#)
 (Hartsfield Int'L.
 Arrive: 9:15AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)

Carrier / Flight: American Airlines (AA) 4631
 Depart: 11:05AM - 23-Sep-05 - RDU-Raleigh / Durham, Nc (Usa)
 Arrive: 12:00PM - 23-Sep-05 - DCA-Washington, Dc (Usa)
 (National Apt)

Rental Car: Alamo [Edit](#)
 Pick-Up: 19-Sep-05 11:00AM [Remove](#)
 Drop-Off: 23-Sep-05 6:00AM

Rental Car

Use this screen to save the selected rental car.

TDY Location: ATLANTA,GA
 Pick-Up Date: 19-Sep-05
 Pick-Up Time: 11:00AM
 Drop-Off Date: 23-Sep-05
 Drop-Off Time: 6:00AM

Rental Car Selected

\$ 174.25 (not including taxes or fees)

Rental Car: **Alamo**
 Car Class: **Mid Size Car**
 Location: **ATL-Atlanta, Ga**
 Rental rate shown does not include the Gov't
 Admin. Rate Suppl. fee of \$5 per day.
 Restrictions: Daily \$30.00 Extra Day \$30.00 Extra Hour \$10.00 Estimated



Trip Summary

Overall Starting Point

Leave From: **RES: WASHINGTON, DC** [Edit](#)
 Leave: 19-Sep-05

Location 1: ATLANTA,GA

Leave From: **RES: WASHINGTON, DC** [Edit](#)
 TDY Loc: **ATLANTA,GA**
 Arrive: 19-Sep-05
 Leave: 23-Sep-05

Carrier / Flight: Delta Air Lines Inc. [Edit](#)
 Depart: 9:05AM - 19-Sep-05 - DCA-
 Washington, Dc (Usa)
 (National Apt)
 Arrive: 10:54AM - 19-Sep-05 - ATL-
 Atlanta, Ga (Usa)
 (Hartsfield Int'L.

Carrier / Flight: Airtran Airlines (FL) 1790 [Edit](#)

Arrive: Raleigh-Durham, NC (Usa) [Remove](#)

Arrive: 12:00PM - 23-Sep-05 - DCA-
 Washington, Dc (Usa)
 (National Apt)

Rental Car: Alamo

Pick-Up: 19-Sep-05 11:00AM [Edit](#)

Drop-Off: 23-Sep-05 6:00AM [Remove](#)

This should be the only information that needs to be updated under the *Travel* tab. You will need to update the non-mileage and mileage expenses, so you need to click on the *Expenses* tab in the Navigation Toolbar.

Non-Mileage Expenses

Now you can update, remove, or add more expenses. You will first remove the ATM Fee. Click *Remove*.

Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

→ create an expense item from a government charge card transaction

Leave: 19-Sep-05 Return: 23-Sep-05

* Expense Type:

- OR -

* Cost:

\$

* Date:

(mm/dd/yyyy)

09/19/2005

* Method of Reimbursement:

-- Please Select --

→ view/edit expense details

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
TAXES: LODGING-DOMESTIC	09/19/05	\$50.00	Edit Remove
PARKING/TOLLS	09/19/05	\$40.00	Edit Remove
GAS-RENTAL/GOVMT VEHICLE	09/19/05	\$35.00	Edit Remove
ATM FEE	09/19/05	\$2.00	Edit Remove
INTERNET	09/19/05	\$20.00	Edit Remove
-I	09/19/05	\$16.25	

Total Expenses: \$163.25

Microsoft Internet Explorer



Delete this expense (ATM FEE 09/19/2005)?

OK

Cancel

This box will appear asking you to confirm you want to delete this expense. Click *OK*.

Non-Mileage Expenses

The ATM Fee is now deleted. To update or edit an expense click *Edit*. You will update Taxes:Lodging-Domestic.

Charge Card (TBA).

→ [create an expense item from a government charge card transaction](#)


Leave: 19-Sep-05 Return: 23-Sep-05

Add Expense

* Expense Type:

- OR -

* Cost: \$

* Date: 

* Method of Reimbursement:

→ [view/edit expense details](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
TAXES: LODGING-DOMESTIC	09/19/05	\$58.00	Edit Remove
PARKING/TOLLS	09/19/05	\$40.00	Edit Remove
GAS-RENTAL/GOVMT VEHICLE	09/19/05	\$35.00	Edit Remove
BUSINESS CALL/INTERNET	09/19/05	\$20.00	Edit Remove
TAV Fee -I	09/19/05	\$16.25	

Total Expenses: \$161.25

Non-Mileage Expenses

The expense will open to the left side of the screen & allow you to edit the expense. You will update the cost by typing the total cost for the lodging taxes in the Cost field.

→ [create an expense item from a government charge card transaction](#)

Leave: 19-Sep-05 Return: 23-Sep-05

Edit Expense

* Expense Type: TAXES: LODGING-DOMESTIC

- OR -

TAXES: LODGING-DOMESTIC

* Cost: \$ 57.46

* Date: 09/19/2005

* Method of Reimbursement: TRAVELER

→ [view/edit expense details](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
TAXES: LODGING-DOMESTIC	09/19/05	\$50.00	Edit Remove
PARKING/TOLLS	09/19/05	\$40.00	Edit Remove
GAS-RENTAL/GOVMT VEHICLE	09/19/05	\$35.00	Edit Remove
BUSINESS CALL/INTERNET	09/19/05	\$20.00	Edit Remove
TAV Fee -I	09/19/05	\$16.25	

Total Expenses: \$161.25

Click *Save Expense*.

Non-Mileage Expenses

The expense should now be updated.

type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[create an expense item from a government charge card transaction](#)


Leave: 19-Sep-05 Return: 23-Sep-05

Add Expense

* Expense Type:

- OR -

* Cost: \$

* Date: 

* Method of Reimbursement:

[view/edit expense details](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
TAXES: LODGING-DOMESTIC	09/19/05	\$57.46	Edit Remove
PARKING/TOLLS	09/19/05	\$40.00	Edit Remove
GAS-RENTAL/GOVMT VEHICLE	09/19/05	\$35.00	Edit Remove
BUSINESS CALL/INTERNET	09/19/05	\$20.00	Edit Remove
TAV Fee -I	09/19/05	\$16.25	

Total Expenses: \$168.71

To add a new expense, simply enter the expense in the space provided to the left of the screen

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[→ create an expense item from a government charge card transaction](#)


Leave: 19-Sep-05 Return: 23-Sep-05

Add Expense

* Expense Type:

- OR -

* Cost: \$

* Date: 

* Method of Reimbursement:

[→ view/edit expense details](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
TAXES: LODGING-DOMESTIC	09/19/05	\$57.46	Edit Remove
PARKING/TOLLS	09/19/05	\$40.00	Edit Remove
GAS-RENTAL/GOVMT VEHICLE	09/19/05	\$35.00	Edit Remove
BUSINESS CALL/INTERNET	09/19/05	\$20.00	Edit Remove
TAV Fee -I	09/19/05	\$16.25	

Total Expenses: \$168.71

Once the expense is added, click *Save Expense*.

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[→ create an expense item from a government charge card transaction](#)


Leave: 19-Sep-05 Return: 23-Sep-05

Add Expense

* Expense Type:

- OR -

* Cost: \$

* Date: 

* Method of Reimbursement:

[→ view/edit expense details](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
TAXES: LODGING-DOMESTIC	09/19/05	\$57.46	Edit Remove
PARKING/TOLLS	09/19/05	\$40.00	Edit Remove
GAS-RENTAL/GOVMT VEHICLE	09/19/05	\$35.00	Edit Remove
BUSINESS CALL/INTERNET	09/19/05	\$20.00	Edit Remove
TAV Fee -I	09/19/05	\$16.25	
AUTHORIZED CALL HOME	09/19/05	\$5.00	Edit Remove
Total Expenses:		\$173.71	

The expense will be saved to the right of the screen.

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

→ [create an expense item from a government charge card transaction](#)


Leave: 19-Sep-05 Return: 23-Sep-05

Add Expense

* Expense Type:

- OR -

* Cost: \$

* Date: 

* Method of Reimbursement:

→ [view/edit expense details](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
TAXES: LODGING DOMESTIC	09/19/05	\$57.46	Edit Remove
PARKING/TOLLS	09/19/05	\$40.00	Edit Remove
GAS- RENTAL/GOVMT VEHICLE	09/19/05	\$35.00	Edit Remove
BUSINESS CALL/INTERNET	09/19/05	\$20.00	Edit Remove
TAV Fee -I	09/19/05	\$16.25	
AUTHORIZED CALL HOME	09/19/05	\$5.00	Edit Remove
Total Expenses:		\$173.71	

If you have a need to update your mileage expenses click on the *Mileage* tab.

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 19-Sep-05 Return: 23-Sep-05

Add Expense

* Expense Type:

* Date:

09/19/2005

(mm/dd/yyyy)



* Method of Reimbursement:

-- Please Select --

* Miles

x Rate

= Cost \$

To calculate mileage for POVs use the [Table of Distances](#)

→ [Edit This Expense Type's Defaults](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
POV	09/19/05	\$40.50	Edit Remove

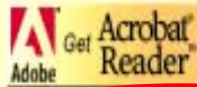
Total Expenses:

\$40.50

The mileage expense screen works the same way as the non-mileage screen. You can edit, remove, or add an expense.

You can go ahead and move onto the receipts screen. Click *Receipts* on the Navigation Toolbar.

GovTrip has the ability to electronically attach documents to authorizations, vouchers, and local vouchers. Today, you will attach receipts to this voucher. The most convenient way to attach hardcopy documents is to click the *Print Fax Cover Sheet* link.



You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

[Print Fax Cover Sheet](#)

Upload Scanned Receipts

Browse...

Upload

Currently there are no Receipts on file for this Voucher.

Date

Notes

View

Remove

Refresh

This fax cover sheet will appear. Simply print this sheet and place your receipts behind this page and fax to the number specified.

Please fax this cover page, together with your receipts to 1-888-566-0250. If you are dialing from outside of the United States then use the telephone number 1-402-220-1532 (with the appropriate international prefix). Your long distance telephone company may charge you for this call. Receipts may take up to five minutes to appear on the document.



The fax is sent directly to a server at Northrop Grumman. The system reads the bar code to determine what document to attach the receipts to.

CTATLANTAGA091905_V01

Fax cover sheet requested by: CHRIS TRAVELER50

Note: Bar code must be present above.

Notes

Receipts will be attached to the voucher within 8 minutes of sending this fax.

Receipts

Once you complete the fax, you can complete the rest of your document and come back to this screen or simply stay on this screen for a few minutes and click *Refresh* a few times until the attachment appears.



You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

> [Print Fax Cover Sheet](#)

> Upload Scanned Receipts

Browse...

Upload

Currently there are no Receipts on file for this Voucher.

Date	Notes	View	Remove
------	-------	------	--------

Refresh

Receipts

Within eight minutes, the attachment will appear. Click *View* to review your receipts.

Receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.



You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

> [Print Fax Cover Sheet](#)

> Upload Scanned Receipts

Browse...

Upload

Existing Receipts

Date	Notes	View	Remove
2-Aug-2005	<input type="text" value="Added 08/02/05 at 08:50:16"/>	>view	>remove

Refresh

Save Notes



eTravel Receipts Cover Page

Please fax this cover page, together with your receipts to 1-888-566-0250. If you are dialing from outside of the United States then use the telephone number 1-402-220-1532 (with the appropriate international prefix). Your long distance telephone company may charge you for this call. Receipts may take up to five minutes to appear on the document.



CTATLANTAGA091905_V01

Fax cover sheet requested by: CHRIS TRAVELER50

Note: Bar code must be present above.

Notes

The receipts will open in Adobe Acrobat. The Fax cover sheet will appear first followed by your receipts or other attachments

Receipts

The accounting should not be changed, so you can skip that section and move onto *Additional Options* on the Navigation Toolbar.



You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

> [Print Fax Cover Sheet](#)

> Upload Scanned Receipts

Browse...

Upload

Existing Receipts

Date	Notes	View	Remove
2-Aug-2005	Added 08/02/05 at 08:50:16	>view	>remove

Refresh

Save Notes

My Profile

➤ [My Preferences](#) ➤ [My Additional Information](#) ➤ [My Account Information](#)

Complete the information below.

* Last Name :

TRAVELER50

* First Name :

CHRIS

MI:

* Gender:

☒ N/A ☐ M ☐ F

SSN:

*****2250

Employee ID:

Mailing

* Mailing Address Line 1 :

1200

Mailing Address Line 2 :

* Mailing City :

WASHINGTON

* Mailing State / Country :

DC

Lookup

As on the authorization, you have the opportunity to modify or add to your profile information.

The Per Diem Entitlements screen is also available on the voucher (these options are exactly the same on the voucher as the auth – so we will not review this on the voucher).

The Payment Totals screen is new which you will take a look at next.

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals.

Amount Claimed

Total Expenses:	\$ 1,371.93
Non-Reimbursement Expenses:	\$ 0.00
<hr/>	
Total Amount Claimed:	\$ 1,371.93

Advance Information

Gov't Advance Outstanding:	\$ 0.00
Gov't Advance Applied:	<input type="text" value="0.00"/>
<hr/>	
Applied Amount:	\$ 0.00
Net to Traveler: (Due Gov't if Negative)	\$ 1,371.93

Government Charge Card Amount

Expenses on Gov't Charge Card:	\$ 989.47
Gov't Charge Card ATM Advance:	<input type="text" value="0.00"/>
Add'l Gov't Charge Card Payment:	\$ <input type="text" value="0.00"/> Calculate
<hr/>	
Total Gov't Charge Card Amount:	\$ 989.47

Payment Distribution

Pay to Gov't Charge Card:	\$ 989.47
Pay to Traveler:	\$ 382.46
<hr/>	
Total Payment:	\$ 382.46

The Payment Totals screen will appear showing you the total expenses claimed.

Please note that under Payment Distribution the payment is split between the charge card and traveler.

The **Pay to Gov't Charge Card** amount is made up of the airfare, lodging, rental car expenses, and TAV fee (the TMC fee would also exist & be included if this document was not created in the training database).

GovTrip holds the traveler's government charge card information and automatically charges any reservations made through the system to the government charge card. Therefore, GovTrip assumes that these costs should be reimbursed to the traveler's government charge card.

Government Charge Card Amount

Expenses on Gov't Charge Card:	\$ 989.47
Gov't Charge Card ATM Advance:	<input type="text" value="0.00"/>
Add'l Gov't Charge Card Payment:	\$ <input type="text" value="0.00"/> Calculate
Total Gov't Charge Card Amount:	\$ 989.47

Payment Distribution

Pay to Gov't Charge Card:	\$ 989.47
Pay to Traveler:	\$ 382.46
Total Payment:	\$ 382.46

Payment Totals

GovTrip has the capability of making a split disbursement payment – paying part of your reimbursement to your bank account and part to your government credit card.

Total Amount Claimed: \$ 1,371.93

Advance Information

Gov't Advance Outstanding: \$ 0.00

Gov't Advance Applied:

Applied Amount: \$ 0.00

Net to Traveler: (Due Gov't if Negative) \$ 1,371.93

Government Charge Card Amount

Expenses on Gov't Charge Card: \$ 989.47

Gov't Charge Card ATM Advance:

Add'l Gov't Charge Card Payment: \$ [➤ Calculate](#)

Total Gov't Charge Card Amount: \$ 989.47

Payment Distribution

Pay to Gov't Charge Card: \$ 989.47

Pay to Traveler: \$ 382.46

Total Payment: \$ 382.46

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals.

Amount Claimed

Total Expenses:	\$ 1,371.93
Non-Reimbursement Expenses:	\$ 0.00
<hr/>	
Total Amount Claimed:	\$ 1,371.93

Advance Information

Gov't Advance Outstanding:	\$ 0.00
Gov't Advance Applied:	<input type="text" value="0.00"/>
<hr/>	
Applied Amount:	\$ 0.00
Net to Traveler: (Due Gov't if Negative)	\$ 1,371.93

Government Charge Card Amount

Expenses on Gov't Charge Card:	\$ 989.47
Gov't Charge Card ATM Advance:	<input type="text" value="0.00"/>
Add'l Gov't Charge Card Payment:	\$ <input type="text" value="0.00"/> Calculate
<hr/>	
Total Gov't Charge Card Amount:	\$ 989.47

Payment Distribution

Pay to Gov't Charge Card:	\$ 989.47
Pay to Traveler:	\$ 382.46
<hr/>	
Total Payment:	\$ 382.46

For this example, \$989.47 will automatically be sent to the traveler's government credit card & \$382.46 will be sent to the traveler's bank account.

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals.

Amount Claimed

Total Expenses:

Non-Reimbursement Expenses:

Total Amount Claimed:

Advance Information

Gov't Advance Outstanding:

Gov't Advance Applied:

Applied Amount: \$ 0.00

Net to Traveler: (Due Gov't if Negative) \$ 1,371.93

Government Charge Card Amount

Expenses on Gov't Charge Card: \$ 989.47

Gov't Charge Card ATM Advance:

Add'l Gov't Charge Card Payment: \$ [Calculate](#)

Total Gov't Charge Card Amount: \$ 989.47

Payment Distribution

Pay to Gov't Charge Card: \$ 989.47

Pay to Traveler: \$ 382.46

Total Payment: \$ 382.46

Please remember that only costs related to reservations made through this system will be automatically paid to your government credit card.

If you purchased (for example) a couple of meals on your government credit card, you can place that amount in the **Add't Gov't Charge Card Payment**.

For this example, you will allocate another \$48.50 to the government credit card.

Then click *Calculate*.

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals.

Amount Claimed

Total Expenses:	\$ 1,371.93
Non-Reimbursement Expenses:	\$ 0.00
<hr/>	
Total Amount Claimed:	\$ 1,371.93

Advance Information

Gov't Advance Outstanding:	\$ 0.00
Gov't Advance Applied:	<input type="text" value="0.00"/>
<hr/>	
Applied Amount:	\$ 0.00
Net to Traveler: (Due Gov't if Negative)	\$ 1,371.93

Government Charge Card Amount

Expenses on Gov't Charge Card:	\$ 989.47
Gov't Charge Card ATM Advance:	<input type="text" value="0.00"/>
Add'l Gov't Charge Card Payment:	\$ <input type="text" value="48.50"/> > Calculate
<hr/>	
Total Gov't Charge Card Amount:	\$ 1,037.97

Payment Distribution

Pay to Gov't Charge Card:	\$ 1,037.97
Pay to Traveler:	\$ 333.96
<hr/>	
Total Payment:	\$ 333.96

Upon clicking Calculate, the allocation will change as displayed.

To proceed, click on *Review/Sign* on the Navigation Toolbar.
The preview screen will appear just as in the authorization.

Overall Starting Point Time Zone: EST (06)

Itinerary: Edit	Leave From: Leave:	RES: WASHINGTON, DC 19-Sep-05	Comments to the Approving Official:
------------------------------------	-----------------------	----------------------------------	--

Location 1 - ATLANTA,GA Time Zone: EST (06)

Itinerary: Edit	Leave From: TDY Location:	RES: WASHINGTON, DC ATLANTA,GA
	Arrive:	19-Sep-05
	Leave:	23-Sep-05

Air Travel: Edit	Carrier: Flight: Fare: Airport Passenger facility charge included in ticket price. Depart: Arrive: Method of Reimbursement:	Delta Air Lines Inc. (DL) 320 \$209.30 DCA-Washington, Dc (Usa) (National Apt) 19-Sep-05 9:05AM ATL-Atlanta, Ga (Usa) (Hartsfield Int'L. 19-Sep-05 10:54AM GOVCC	Comments to the Travel Agent:
-------------------------------------	--	---	--

Air Travel: Edit	Carrier: Flight: Fare: Airport Passenger facility charge included in ticket price. Depart:	Airtran Airlines (FL) 1790 \$137.67 ATL-Atlanta, Ga (Usa) (Hartsfield	Comments to the Travel Agent:
-------------------------------------	--	--	--

Scroll to the
bottom...

Mileage:

	No.	Expense Type	Date	Cost	Method of Reimbursement	Miles
Edit	1.	POV	09/19/05	\$40.50	TRAVELER	100
Total:				\$40.50		

Per Diem Entitlements**Lodge / M&IE:**

	Start Date	End Date	Total Lodge	Total M&IE
Edit	09/19/05	09/23/05	\$452.00	\$184.50

[View Receipts](#)**Accounting Summary****Accounting Code:** 05 management [Edit](#)

COM. CARR.-I: \$346.97

LOCAL TRANS: \$40.00

LODGING: \$452.00

M&IE: \$184.50

MILEAGE: \$40.50

OTHER: \$82.46

RENT CAR GAS: \$35.00

RENTAL CAR: \$174.25

TAV EXP -I: \$16.25

05 management Sub \$1,371.93

Total:

Calculated Trip Cost: \$1,371.93**Advances Summary**

No Advances Requested.

[Save And Proceed To Pre-Audit](#)

*Click Save And
Proceed To Pre-Audit*

Pre-Audit Trip

Below
flag

You will see the same two audit fails as in the authorization.
Click *Save And Proceed To Digital Signature*.

4 Items have been Flagged in this Travel Document

1.	Reason Flagged ❗ NON-CONTRACT FARE	Item Description ❗ NON-CONTRACT FARE USED FOR SEGMENT 2	* Justification to Approving Official > Reason Codes (C3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals and related expenses. NOTE: This
2.	Reason Flagged ❗ NON-CONTRACT FARE	Item Description ❗ NON-CONTRACT FARE USED FOR SEGMENT 3	* Justification to Approving Official > Reason Codes (C3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals and related expenses. NOTE: This

Save And Proceed To Digital Signature

Digital Signature

Click below to stamp and s

Document Action

*Submit this document as:

SIGNED

Additional Remarks:

Submit Completed Document

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	TRAVELER50, CHRIS	0

Document History

Status	Date	Time	Name	Remarks
CREATED	08/01/05	0911	CHRIS TRAVELER50	

On the Digital Signature screen, the default stamp should be SIGNED. Click *Submit Completed Document*.



Confirmation

You are Stamping this document SIGNED.

By accepting you are legally signing this document.

Accept

Cancel

Click *Accept* to proceed.



Stamp Process

This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim. (18 USC Sections 287 and 1001, and 31 USC Section 3729

Cancel

Save and Continue

*Click **Save and Continue** to proceed.*



You will be taken to the voucher home page. The voucher that was created is now in a signed status awaiting the next person in the routing i.e. reviewer, approver, etc.

Vouchers

Below is a list of

> [Create New Voucher From Authorization/Order](#)

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
CTDENVERCO092005_V01	09/20/05	SIGNED	0NUE5C	> view/edit	> print		
CTATLANTAGA091905_V01	09/19/05	SIGNED	0NUDW5	> view/edit	> print		
CTLASVEGASN091905_V01	09/19/05	SIGNED	0NUE4A	> view/edit	> print		
CTMIAMIFL091205_V01-01	09/12/05	SIGNED	0NUE3L	> view/edit	> print		
↑CTMIAMIFL091205_V01		PAYMENT SUBMITTED		> view	> print		
CTAUSTINTX090105_V01	09/01/05	SIGNED	0NUE3G	> view/edit	> print		
CTATLANTAGA082905_V01	08/29/05	PAYMENT SUBMITTED	0NUE4R	> view	> print		> amend
CTMIAMIFL082205_V01	08/22/05	CREATED	0NUANB	> edit	> print	> remove	